m-ac

Student Handbook

378.756
M769h
1971-73

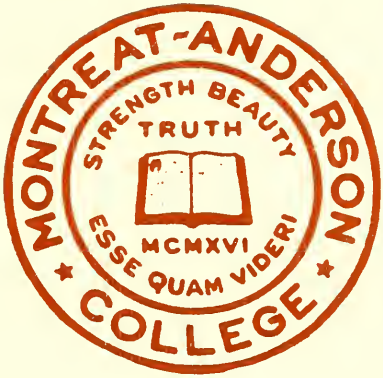
It is my pleasure to welcome you to Montreat-Anderson College.

Your decision to study here has brought you to one of the loveliest areas of the United States. It has also put you into a community which exercises a deep concern for each individual.

Over the years the students, faculty and administration of this College have built up distinctive traditions which are prized by those of us who work here. You now have an opportunity to enrich these traditions still further with your own unique contribution. The task calls for effort and loyalty and will involve you with values as well as skills.

If you are willing to learn, your time here will be well spent and life together in this valley will be rewarding for us all.

Donald R. Mitchell,
Vice-President and Academic Dean



All Students are asked to bring this book to college with them and will be held responsible for knowledge of its contents.

TABLE OF CONTENTS

College Calendar 5

The Honor System 7

The Constitution of the Student Government Association 9

College Regulations 34

Student Government Regulations 44

General Information 49

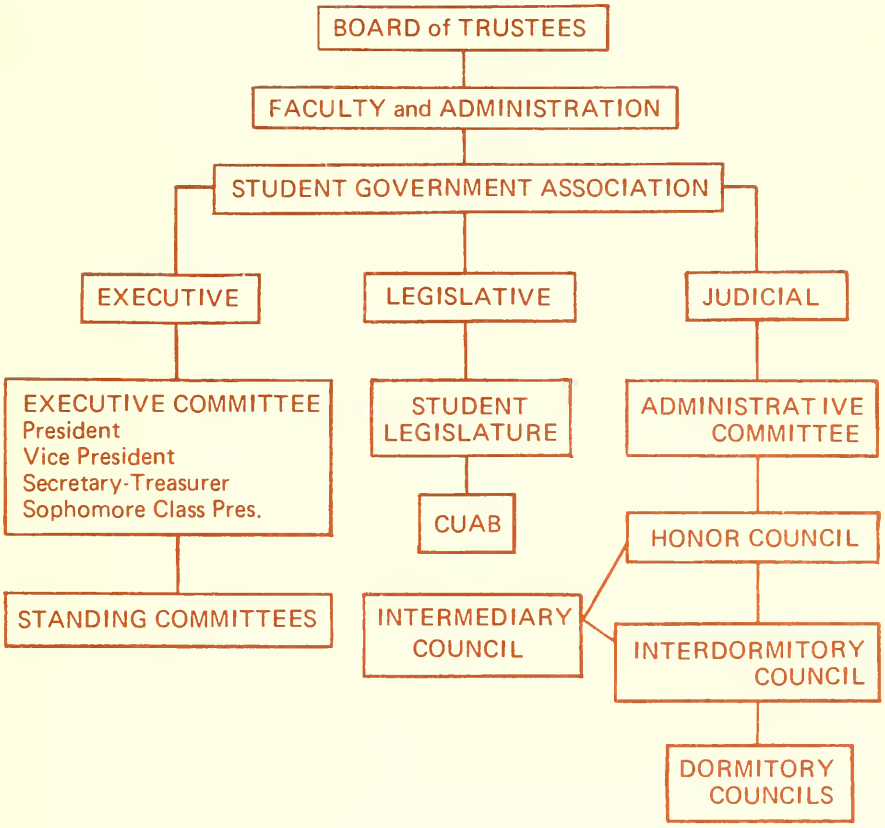
ALMA MATER

How dear to our hearts will the memory be
Of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
And ideals you taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.

Table of Organization

Montreat-Anderson College



Dear Students:

A cordial welcome awaits you at Montreat-Anderson College. Leaders in Student Government will be planning for next year throughout the Summer and will be on hand to greet you.

The Faculty and Administration are dedicated to Christian Higher Education and have a concern for students.

The regulations for student life in this Handbook reflect the experience of students and the best judgment of Administration and Faculty. They have been agreed upon as the minimum requirements for a happy life on the campus of a Christian college.

I shall look forward to the pleasure of knowing you.

Most cordially yours,

C. Grier Davis
President

MONTREAT-ANDERSON COLLEGE
CALENDAR 1971-72

FALL SEMESTER

August 29	Sunday	Faculty Workshop begins at 6:00 p.m.
August 31	Tuesday	Faculty Workshop ends 12:00 noon New students arrive before 6:00 p.m. Testing begins for all new students 7:00 p.m.
September 1	Wednesday	Orientation and Testing for new students Dormitories open to returning students – 1:00 p.m.
September 2	Thursday	Orientation and Advising for new students Advising for returning students
September 3	Friday	Registration
September 4	Saturday	Dinner, reception, evening entertainment
September 5	Sunday	Opening Convocation 7:00 p.m.
September 6	Monday	Classes begin
September 17	Friday	Last day for adding courses
October 1	Friday	Last day for dropping courses without receiving grade of F
October 16-17	Sat.-Sun.	Parents' Weekend and Homecoming
October 22	Friday	Midterm
November 1	Monday	Deadline for faculty posting Fall Term Exam hours on Master Exam Schedule
November 15-19		Advising and registration for Spring Term Classes as usual
November 23	Tuesday	Thanksgiving holiday begins 4:15 p.m.
December 1	Wednesday	Registration for Spring Term. No Classes
December 17	Friday	Fall Term ends 4:00 p.m.

SPRING SEMESTER

January 9	Sunday	Dormitories open
January 10	Monday	Orientation and registration of new students
January 11	Tuesday	Spring Semester classes begin 8:00 a.m.
January 21	Friday	Last day for adding courses
February 4	Friday	Last day for dropping courses without receiving grade of F
February 25	Friday	Midterm
February 27 – March 4		Spring Interim with all college thematic focus
March 24	Friday	Deadline for posting exam hours on Master Exam Schedule Spring holiday begins 4:00 p.m.
April 4	Tuesday	Classes resume 8:00 a.m.
April 4-7		Advising and preregistration for Fall Semester
May 4	Thursday	Spring Semester ends
May 6	Saturday	Alumni Day
May 7	Sunday	Baccalaureate and Commencement

FROM THE DEAN OF STUDENTS

The coming year at Montreat-Anderson will offer you many opportunities for learning and involvement. There will be a lot of exciting things happening in the classroom, on the campus, and in the community. All we need to make this a productive year is your participation and hard work. We need the creative contribution you can make to our community with your ideas and talents.

The services offered by the Dean of Students are designed to assist the students. It is my job to help you understand what is expected of you and why in order to avoid as much inconvenience and misunderstanding as possible. You can help me do my job by discussing with me any questions, problems, or suggestions you have for the improvement of student life and student services.

I am looking forward to working with you and assisting you in any way that I can while you are at Montreat.

E. Carole Tyler
Dean of Students

THE HONOR SYSTEM

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students of Montreat-Anderson College have accepted the "Honor System", under which each student agrees to try to discipline his own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance of faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

THE HONOR CODE

Under the Honor Code, the student is on his honor not to lie, cheat, or steal, and, if he does, he is on his honor to report himself within twenty-four hours to a member of the Honor Court. If he sees another student lying, cheating, or stealing, he is also on his honor to confront him by asking him to report himself to a member of the Honor Court, and, if he does not do so within twenty-four hours, he is to report him.

The Honor Code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the Honor Code. Secondly, you also are responsible insofar as possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

THE HONOR PLEDGE

I PLEDGE WITH GOD'S HELP TO UPHOLD THE HONOR CODE OF MONTREAT-ANDERSON COLLEGE. I STATE MY ACCEPTANCE OF THE PRINCIPLES EXPRESSED IN THIS HONOR SYSTEM AND PLEDGE TO LIVE SO AS TO MAKE IT MEANINGFUL TO MYSELF AND TO THE COLLEGE COMMUNITY.

(See article 7, sec. 3 on SGA constitution for interpretation.)

Dear Students:

I would like to extend a warm welcome to you on behalf of the Student Government Association. I look forward to getting acquainted with each and everyone of you. The coming year promises to be full of hard work and richly rewarding experiences.

The Student Government Association is designed to serve the best interests of the students. Every member of the student body is a member of the SGA. Without the full support of all of its members, the SGA cannot function effectively. If you have any ideas, questions, or complaints, come to me or any other of your student representatives. We will be glad to help you in anyway we can.

I challenge you to become actively involved in your own Student Government Association. Beware of apathy for it halts progress.

Together we can accomplish many things for ourselves and our world. I look forward with great hopes to working with you all.

Sincerely,

Wayne Turner, President
Student Government Association

The Constitution of the Student Government Association

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MONTREAT-ANDERSON COLLEGE

PREAMBLE

Whereas, we the students of Montreat-Anderson College, in order to form a more perfect government and to grow together to become effective Christian citizens in a democratic society, and

Whereas, we individually and collectively, desire to assume responsibility for the conduct of students in our college life,

We do hereby create and ordain this constitution of the Student Government Association of Montreat-Anderson College in accordance with the grant of powers from the Board of Trustees through the Faculty and Administration, recognizing that the Board of Trustees, Faculty and Administration reserve the right to rule on all matters for the best interest of the college.

ARTICLE I – NAME AND MEMBERSHIP

SECTION 1
NAME

The name of the organization shall be known as the Student Government Association of Montreat-Anderson College. Note: Hereinafter SGA shall mean Student Government Association.

SECTION 2
MEMBERSHIP

The membership of the SGA shall consist of all duly enrolled students of Montreat-Anderson College.

ARTICLE II – PURPOSE

The purpose of the SGA shall be:

1. To promote a high standard of excellence among the students both academically and morally.
2. To promote the standards of the Honor System in all phases of college life.
3. To encourage the maturity of both the individual and the community through the responsibilities of self-government.
4. To further the best interests of the college.

ARTICLE III – OFFICERS, ADVISORS, AND THEIR DUTIES

SECTION 1
OFFICERS

The executive officers of the SGA shall be the President, Vice-President, Secretary and Treasurer of the SGA, the President of the CUAB, and the President of the Sophomore Class, with the Dean of Students serving as advisor (without vote).

SECTION 2
DUTIES

A. President – The duties of President shall be:
   1. To call and preside over all meetings of the SGA and Student Legislature.
   2. To serve as Chairman of the Executive Committee of the SGA.
   3. To appoint any temporary committees as deemed necessary.
   4. To be Chairman of Nominating Committee for officers elected by student body at large.
   5. To be Chairman of Orientation Committee.
   6. To conduct orientation meetings each spring for newly elected officers.
   7. To serve as Chairman of the Intermediary Council.

B. Vice-President – The duties of the Vice-President shall be:
   1. To perform all the duties of the President in his absence.
   2. To serve as a member of the Executive Committee of the SGA.
   3. To serve as Chairman of the Elections Committee.
   4. To serve as Chairman of the Handbook Committee.
   5. To be responsible for checking the maximum number of allowable points a student may have.
   6. To serve as Parliamentarian of the SGA.
   7. To serve on Nominating Committee for officers elected by student body at large.

C. Secretary – The duties of the Secretary
   1. To keep the minutes of all meetings of the SGA and Student Legislature and post typed copies within 24 hours following each meeting.
   2. To submit copies of the minutes to the President of the SGA, the President of the college, the Academic Dean, and the Dean of Students within 24 hours after the time of the meetings.
   3. To include in the minutes of the Legislature those members who are absent and to notify the Executive Committee of absences numbering three or more.
   4. To serve on the Nominating Committee for officers elected by the student body at large.
   5. To attend to the correspondence and clerical work of the SGA and of the Student Legislature.

D. Treasurer – The duties of the Treasurer
   1. To handle any financial matters of the SGA.
   2. To serve as Chairman of the Budget Committee.
   3. To submit a written financial statement to the Executive Committee of accounts of all student organizations receiving allocations through the College for Student activities (this is to be a monthly statement).
   4. To serve as a member of the Executive Committee of the SGA.
   5. To serve on the Nominating Committee for officers elected by student body at large.
   6. To meet with all secretaries and treasurers of all organizations when deemed necessary.

E. Sophomore Class President – The duties of the Sophomore President shall be: (Addition to duties listed in Article VI., Section 3.)
   1. To serve on the Ways and Means Committee.
   2. To conduct a class meeting when deemed necessary.
   3. To organize and promote a class project.

F. Advisors – The advisors, who shall be the Dean of Students and Associate Dean of Students, shall serve in an advisory capacity to the SGA and all its branches (without vote, except on the Honor Court).

ARTICLE IV – ORGANIZATION

The branches of the SGA shall be Executive, Legislative, and Judicial.

ARTICLE V – EXECUTIVE BRANCH
SECTION 1
EXECUTIVE COMMITTEE

A. Membership – The members of the Executive Committee shall be the President, Vice-President, Secretary, and Treasurer of the SGA, the President of the Sophomore Class and the President of the CUAB. The Dean of Students shall serve as advisor.

B. Duties – The duties of the Executive Committee shall be:
   1. To appoint all Standing Committees of the SGA as listed in Section 2 of Article V.
   2. To fill all vacancies of the Legislature occurring during the year when means of filling the vacancies are not specified elsewhere.
   3. To make recommendations for new legislation and to clarify desirable changes in existing legislation.
   4. To present the budget to the Legislature for approval or rejection.
   5. To take appropriate action on those Legislators that are in violation of the Legislature attendance policy. (Article VI, Section 3.)
   6. To work with the faculty and administration throughout the school year in planning and coordinating a broad, varied and appealing intercollegiate program–cultural, educational, religious and social.
   7. To work with the faculty and administration to formulate creditable standards of living for all phases of college life and to plan for the students an educational program relative to these standards and to see that broad, varied, and appealing intercollegiate programs are carried out.
   8. To promote and support wholesome school spirit.
   9. To plan the installation service for the incoming officers.

SECTION 2
STANDING COMMITTEES – THEIR MEMBERSHIP AND DUTIES

The Standing Committees shall report to the Legislature every other meeting.

A. Handbook Committee – The Handbook Committee shall be composed of a chairman (Vice President of the SGA) and a minimum of four students and four faculty members. The Handbook Committee shall be responsible for keeping a record of all changes and revisions of the Handbook and have it prepared for the press by the end of the school year.

B. Orientation Committee – The Orientation Committee shall be composed of a chairman, (President of SGA), and all members of the Legislature. The Orientation Committee shall plan, in cooperation with the administration, and publish the fall orientation program.

C. Elections Committee – The Elections Committee shall be composed of a chairman (Vice President of Student Government Association), and a minimum of four members. The Elections Committee shall organize all elections throughout the year. In addition it shall inform the student body of the qualifications for each office and determine that all nominees and officers are qualified and remain qualified throughout their term of office.

D. Budget Committee – The Budget Committee shall be composed of a chairman (Treasurer of SGA), and a minimum of two members. The Budget Committee shall work with the Director of Student Activities in evaluating submitted budgets from all organizations and make recommendations for allocations of funds to these organizations to the Legislature through the Executive Committee of the SGA. Explanations of any budget changes must also be submitted to the Executive Committee.

E. Ways and Means Committee – The Ways and Means Committee shall be composed of a chairman (Sophomore Class President), the Freshman Class President and three other members of the Legislature. The Committee shall select a Vice-Chairman and Recorder from its membership. The Committee shall examine by recommendation, legislation and conduct preliminary studies on such legislation; clarify desirable changes in existing legislation; and operate a suggestion box system for the SGA. The committee shall meet at least once between Legislature meetings.

F. Student Committee for College Advancement – The Student Committee for College Advancement shall be composed of a chairman (President of the Freshman Class) and a selected number of students from the sophomore and freshmen classes. This Committee shall work with the Development Council of the College, shall serve as the avenue of communication between college planning groups and students and shall plan and supervise student participation in college development.

ARTICLE VI – LEGISLATIVE BRANCH
SECTION 1
MEMBERSHIP

The Legislative Branch shall be the Student Legislature which shall be composed of:

President of the SGA
Vice President of the SGA
Secretary of the SGA
Treasurer of SGA
President of CUAB

Presidents of
Honor Council
Sophomore Class
Freshman Class
All Dormitories
Dormitory Representatives (in addition to the Dormitory President)
To be selected from dormitories with more than fifty residents with one elected for each fifty or each part of fifty above the first fifty residents with the total not to exceed two.
Two Freshmen (one man and one woman) Representatives
One Day Student Representative

SECTION 2
OFFICERS

The officers of the Legislative Branch shall be the Executive officers of the SGA (President, Vice-President, Secretary, Treasurer, Sophomore Class President, and President of the CUAB).

SECTION 3
DUTIES

A. Duties of the Student Legislature – The duties of the Student Legislature shall be:
   1. To make recommendations for new legislation and changes in SGA legislation.
      (Legislative Procedures–Whenever any legislative action to submit new legislation or change existing legislation is proposed by the legislature, the proposed legislation shall be posted on the bulletin board within 24 hours after the meeting at which it is proposed. At a following meeting, at least one school week later than the date of the proposal but not more than two school weeks later, the legislature may take action upon the proposed legislation. If amendments are adopted which the presiding officer rules to be of such a nature as to make it essentially new legislation, it shall be treated as if it were new legislation.)
   2. To render decisions on all recommendations (by a simple majority vote of those present) for new legislation and changes in legislation.
   3. To consider and render decisions (by a simple majority vote of those present) on all recommendations from the Standing Committees of the SGA.
   4. To meet with the Administrative Committee at least two (2) times a semester or more when deemed necessary.

B. Duties of the Officers – The duties of the officers (President, Vice President, Secretary, and Treasurer of the SGA, President of the Sophomore Class, President of the CUAB and Advisors) shall be those listed in Article III.

C. Freshman President
   1. To serve on the Ways and Means Committee.
   2. To conduct a class meeting when deemed necessary.
   3. To organize and promote a class project.
   4. Chairman of Student Committee for College Advancement.

D. Duties of Representatives to the Student Legislature – The duties of the Representatives shall be:
   1. To act in the common interest of the entire student body.
   2. To act as liaison between his organization or group and the Student Legislature.
   3. To serve as chairman or member of any committee when so appointed by the President of SGA.
   4. To attend each meeting of the Legislature unless, for a legitimate reason, he is unable to do so, in which case he is to send a representative from his organization. Any member who misses three meetings during a semester without sending proper representation will be brought before the Executive Committee of the SGA for appropriate action.

SECTION 4
MEETINGS

The Student Legislature shall meet at least once every two weeks and more often when deemed necessary. Any member of the student body may attend any meeting of the Legislature and each such meeting shall provide a period for open discussion.

SECTION 5
QUORUM

A quorum shall consist of three-fourths of the total membership of the Student Legislature. A quorum must be present in order to transact business.

ARTICLE VIII – NOMINATIONS AND ELECTIONS
SECTION 1

Fall Elections

Following mid-term grades, elections shall be held in the fall for the following positions:

Position	Group Electing	Groups Nominating
President of Freshman Class	Freshman Class	Nominating Committee & Freshman Class
Vice-President of Freshman Class	Freshman Class	
Freshman Representatives to the Student Legislature (2)	Freshman Class	Nominating Committee & Freshman Class
Freshman Representatives to the Honor Court (2)	Freshman Class	Nominating Committee & Freshman Class
Dormitory Representatives to the Student Legislature – May be a Freshman or Sophomore	Respective Dorms	Respective Dormitories

SECTION 2

Spring Elections

Elections shall be held in the spring for the following positions:

Position	Group Electing	Councils
President of SGA	Student Body	Nominating Committee & Student Body
Vice President of SGA	Student Body	Nominating Committee & Student Body
Secretary-Treasurer of SGA	Student Body	Nominating Committee & Student Body
President of Honor Court	Student Body	Nominating Committee & Student Body
Vice President of Honor Court	Student Body	Nominating Committee & Student Body
Secretary of Honor Court	Student Body	Nominating Committee & Student Body
Honor Court Consultant	Student Body	Nominating Committee & Student Body
President of CUAB	Student Body	Nominating Committee & Student Body
Vice President of CUAB	Pres. CUAB	Nominating Committee & Student Body
President of Dormitories	Respective Dorms	Personnel Committee
Secretary-Treasurer of the Dormitories	Respective Dorm	Respective Dorm Councils

SECTION 3
METHOD OF NOMINATIONS

A. Election Committee – The members of the Election Committee shall be a Chairman (Vice-President of the SGA) and a minimum of four members of the student body who are not members of the Student Legislature appointed by the Executive Committee of the SGA. The duties of this committee shall be to supervise, organize and count votes for all elections and nominations throughout the year. This committee shall inform the student body of the qualifications for each office and determine that all nominees are qualified at least three days prior to the voting day.

B. Nominating Committee of the SGA – The Nominating Committee shall be composed of the following:

President of the SGA
Vice-President of the SGA
Treasurer of the SGA
President of the Honor Court
Secretary of SGA
President of CUAB

The duties of this committee shall be to nominate two candidates for each of the following SGA offices:

President of the SGA
Vice-President of the SGA
Secretary of the SGA
Treasurer of the SGA
President of the Honor Court
Vice-President of the Honor Court
Honor Court Consultant
President of CUAB
Vice-President of CUAB
Secretary of the Honor Court
President of the Freshman Class
Vice-President of the Freshman Class
Freshman Representatives of the Student Legislature
Freshman Representatives to the Honor Court

A person may be nominated for more than one office. This slate shall be posted prior to the student poll.

C. Student Poll — The student poll for the officers listed in Section 4 of this Article shall be taken after the slate drawn up by the Nominating Committee has been posted. Members of the student body may make two additional nominations by poll for the slated offices making the maximum total of four nominations for each office. The student poll shall be taken by secret ballot and shall be taken in the place designated by the Elections Committee. The two students having the highest number of votes for a specific office shall be designated as poll nominees for that office. In the event two or more should tie for the second highest number of votes all those receiving the second highest number of votes shall run for the offices even though the total running may exceed four.

SECTION 4
QUALIFICATIONS

A. To be eligible to serve as President of Student Government Association, or president of the Honor Court, a student must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election and maintain thereafter, an overall 2.00 average (Grades to be used in determining the average will be final semester grades).
To be eligible to serve on the Student Legislature or Honor Court a student must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election and maintain thereafter, an overall 1.5 average (Grades to be used in determining the average will be final semester grades). In addition, both the officers mentioned above and members of the Student Legislature and Honor Court must not have been, nor in the future be convicted of an Honor Code Violation and must have a good citizenship record. Failure to uphold these qualifications, as confirmed by the executive committee of the SGA, will require that the officer relinquish his office immediately.

B. Presidents of all other organizations and clubs (those not serving on the Student Legislature) must be registered for a minimum of 12 semester hours for the preceding and current semester and must have at the time of election and maintain thereafter, an overall 1.5 average.

C. First semester freshman must be registered for a minimum of 12 semester hours and receive no more than one D and no F's when mid-term notices are given in order to be eligible for election to any office.

SECTION 5
VOTING PROCEDURES

In order to win an election a candidate must obtain a majority vote. A majority vote is any vote over half the number of votes cast, ignoring blanks. If no candidate receives a majority in the primary voting, a run-off vote between the two candidates receiving the vote closest to the majority shall be held to determine the winner.

The following procedures will be observed in all voting:

1. Voting for all offices under the SGA shall be by secret ballot.
2. The Elections Committee shall tabulate the votes.
3. All voting must take place at the place designated by the Elections Committee.
4. Not less than two nominees shall run for each office. When all but one of the nominees have been elimated, because of previous elections or withdrawal, the Nominating Committee shall submit the name of the student with the next highest number of votes cast on the student poll. When no nominees remain because of previous elections or withdrawal, the Nominating Committee shall submit the names of two students with the next highest number of votes cast on the student poll.

SECTION 6
ORDER OF ELECTION

A. Spring Election—Elections in the spring for all SGA officers and other organizations shall take place during the month of March.

The following order shall be followed for Spring Elections:

ELECTION 1

President of SGA
President of Honor Court
President of CUAB
Vice-President of SGA
Secretary of SGA
Treasurer of SGA
Secretary of the Honor Court
Honor Court Consultant
President of Sophomore Class

ELECTION 2

Presidents of the Dormitories (and the appointment of the secretaries by the individual Dorm Councils)

B. Fall Elections—Fall elections shall be held within two weeks after fall semester mid-term grade reports are out.

ARTICLE IX
POINT SYSTEM FOR STUDENT OFFICIALS

The maximum number of points that one student may have is 16.

Points	Office
14	President of SGA President of CUAB President of Honor Court
12	President — All dormitories Editors — All student Publications

12	Vice-President – SGA Vice-President – Honor Court Secretary-Treasurer – SGA Secretary – Honor Court Vice-President – CUAB
10	President – Freshman Class President – Sophomore Class Representatives – Legislature Freshman Representatives – Honor Court
8	Secretary-Treasurer – Dormitories
6	Dormitory Representatives to Student Legislature
	President – All recognized clubs and organizations
4	All other officers of clubs

ARTICLE X
INSTALLATION

A. At an installation service each newly elected officer serving on the Student Legislature shall take the following pledge:

> Trusting in the Lord Jesus Christ, I pledge myself (officer), to uphold the constitution of the Student Government Association, to lend full support to the maintaining of high ideals in self-government, to discharge to the best of my ability those duties assigned to my office, and to uphold and promote the true spirit of Montreat Anderson College in every phase of campus life.

B. Installation for all officers of the SGA shall be held within two school weeks following the last election.
C. The planning of the installation service shall be the responsibility of the Executive Officers of the SGA.

ARTICLE XI
REMOVAL FROM OFFICE

In the event that twenty-five percent of the electing body consider an officer incompetent or incapable of fulfilling the SGA office he holds, these students may present to the Student Legislature a signed petition impeaching that officer. When such petition is presented, a committee shall be formed of all members of the Student Legislature and the Honor Court. Each member has one vote. A vote of two-thirds of this body and the approval of the Administrative Committee shall be required for removal from office. (This procedure is applicable to dormitory officers, also.).

Removal from office due to academic or citizenship records shall be done according to Article VIII, Section 4.

ARTICLE XII
AMENDMENTS
SECTION 1

An amendment to this constitution may be proposed by Student Legislature upon majority approval of its membership or by any member of the student body who presents the proposal signed by five percent of the members of the student body.

SECTION 2

A proposed amendment must be posted by the Secretary of the SGA for at least one week after its presentation to the student body before it may be voted on.

SECTION 3

Upon approval of a two-thirds majority of the student body the proposed amendment shall become part of the constitution.

ARTICLE XIII
PARLIAMENTARY LAW

Roberts Rules of Order shall serve as the official parliamentary law and guide.

Dear Students:

I would like to welcome you to Montreat-Anderson College for the new school year just ahead.

In any community there must be rules and regulations for living together harmoniously. At Montreat-Anderson most of these rules are made by the students. Now that you have received your handbook, please read it carefully. The regulations it contains are those which govern the Montreat-Anderson College Community, and while at Montreat-Anderson, you are expected to adhere to them. Pay particular attention to the sections on the Honor System, Honor Code, and the Honor Pledge.

The Honor System at Montreat is very effective and with your cooperation, it will continue to be so.

I am looking forward to serving you this coming year. Please feel free to talk to me any time about rules and the working of the court.

Richard Lance
President of Honor Council

ARTICLE VII – JUDICIAL BRANCH

Judicial Bodies

The judicial power shall be vested in the Honor Council, Interdormitory Council, Intermediary Council, and Dormitory Councils.

SECTION 1
HONOR COUNCIL

A. Membership – The Honor Council shall be composed of seven voting members, and two ex-officio members; seven students, two faculty members, and two members of the administration. The members shall be as follows:
   1. President—Rising sophomore to be elected in the spring.
   2. Two other members of the rising sophomore class (one man and one woman). One will be elected as Vice-President and the other will be elected as Secretary.
   3. Two Freshmen Representatives (one man and one woman) to be elected after mid-term grades are reported for first semester. These will serve through mid-term reports of the following school year at which time two new Freshmen Representatives will be elected. In the event one or both of these should be unable to serve the first nine weeks of the semester of the following year, the Council will appoint qualified persons from the Student Legislature to fill the temporary vacancy.
   4. One member of the administration – The Dean of Students.
   5. One faculty member to be appointed by the Council.
   6. One ex-officio member from the Interdormitory Council to sit with the Council on cases which have been referred by the Council.
   7. Council Consultant – An ex-officio member to be elected in the spring from the rising sophomore class.

B. Duties of the Council—The duties of the Honor Council shall be to hear evidence concerning and to take action on all infringements of the Honor Code (lying, cheating, and stealing), major questions of student conduct, including vandalism, morals relating to sex, the possession or use of firearms and explosives, and any misconduct involving a Montreat-Anderson College student with any other institution, to hear appeal cases from the Interdorm Council, review cases from the Interdorm Council, Dormitory Councils and Day Student Council. The Council shall also present a monthly report to the Legislature reporting the number and types of cases handled.
   The Honor Court has the authority to constitute itself a court of inquiry when deemed necessary.

C. Duties of Officers
   1. President—The duties of the President shall be:
      a. To see that all data is gathered relative to the case.
      b. To notify all members of the Honor Council of the time and place of the meetings.
      c. To inform the student under consideration that he is to appear before the Honor Council.
      d. To call and preside over all meetings of the Honor Council.
      e. To report the decision of the Honor Council to the student.
      f. To serve on the Nominating Committee for officers elected by student body at large.
   2. Vice-President—The duties of the Vice-President shall be:
      a. To perform all duties of the President in his absence.
      b. To assist the President in any way deemed necessary by the President.
   3. Secretary—The duties of the Secretary shall be:
      a. To record in detail all discussions and decisions pertaining to each case.
      b. To keep a permanent record of all cases handled by the Honor Council in the Dean of Students' office.

c. To submit, in writing, to the President of the College and Academic Dean copies of the decisions of the Honor Council within forty-eight hours after the decision.
d. To post typed copies on the bulletin board (without the name of the individual involved) of all decisions of the Honor Council.
e. To report to the office of the Deans of Students the records of disciplinary action submitted to the Honor Council once a month from the Interdormitory Council and the Dormitory Councils.

4. Court Consultant—The duties of the Court Consultant shall be:
a. Serve as a consultant of Honor Council and Interdormitory Council.
b. Advise the accused of his rights.
c. Familiarize the accused with court procedure.
d. Advise the accused that he is entitled to present character witnesses to the court.
e. Inform the accused of the nature and seriousness of the case.

D. Rights of the Accused
1. A student accused of violation of the Honor Code cannot be required to testify against himself. (This is not to be construed to mean that a student is not to report himself if he violates the Honor Code.) It means the accused and/or witnesses do not have to answer any question not pertinent to the charge.
2. Once a Council has drawn a charge the Council is committed to a charge and shall not commit itself to any other charge during said case. In the event that violation other than that under consideration is discovered by the court, the Council shall view this as a separate matter and shall not allow its discovery to prejudice its decision.
3. An accused student has the right to hear the accuser face to face.

E. Decisions—Decisions of the Honor Council shall be made by a simple majority vote. Decisions involving suspension, expulsion and requirement to withdraw must be approved by the Administration of the College. The following are decisions that may be made by the Honor Council:
1. Suspension—Suspension requires that the student leave the campus within twenty-four hours after the final decision is made and must not return during the specified length of time of the suspension. Suspension further means that at a specified future date the student is either eligible to return or eligible to apply for re-admission.
2. Expulsion—Expulsion requires that the student leave the campus within twenty-four hours after the final decision is made and must not return. Expulsion is for an indefinite period of time.
3. Requirement to Withdraw—Being asked to withdraw requires that the student withdraw at the end of the given semester or at a specified time. He may at some future date, this being left to his own discretion, apply for re-admission.
4. Disciplinary Probation—Disciplinary Probation means that a student may not represent the college in any activity for the specified time of the probation. Should another violation of regulations occur, the student will automatically be referred to the Honor Council. When a student is placed on Disciplinary Probation his parents shall be notified by the Deans of Students at the discretion of the Honor Council.
5. Social Campus — Social Campus requires that a student be restricted to the campus. The student may not date or enter any dormitory other than his own. All places other than Gaither Hall (for purposes of attending class, the Library, Church and Chapel) and Howerton Cafeteria will be considered off limits.
6. Such other decisions as the Council may deem appropriate.

F. Contempt of Court—Contempt of Court is regarded as the following and shall be dealt with by the Council of original jurisdiction.
1. Willful violation of a decision of the Council.
2. Willful withholding of information from a Council. (see Rights of the Accused).

3. Failure to appear before a Council session without valid reason. Validity shall be determined by the Council.

G. No member of the Honor Council shall sit in a case involving himself, his roommate, or a relative.

H. Meetings—Meetings shall be held as often as necessary.

I. The Honor Council may turn over to the Administrative Committee any case occuring one week before or during the formal examination period at the end of each semester.

J. Replacement of Permanent Vacancies—These vacancies are to be filled by the Executive Committee of the SGA. The Honor Council is to make recommendations to the Executive Committee. Such recommendations shall not be binding.

K. Quorum— A quorum shall consist of seven members: a chairman, three students and three faculty members.

L. Right to Appeal—Any student convicted by the Honor Council shall have the right to appeal to the Administrative Committee of the Faculty if he desires and does so within twenty-four hours after the decision is made.

SECTION 2
INTERDORMITORY COUNCIL

A. Membership—The Interdormitory Council shall be composed of all Dormitory Presidents, a day student representative, the ex-officio member of the Honor Court and two Administrative and/or faculty members.
   1. Chairman—To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installations of the newly elected officers.
   2. Vice-Chairman—To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installations of the newly elected officers.
   3. Secretary—To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installations of the newly elected officers.
   4. Two administrative and/or faculty members to be appointed by the Interdorm Council with the approval of the administration. These members are to be nominated by the Executive Committee of the SGA and appointed immediately after spring installations of the newly elected officers.
   5. Cases involving a day student will be handled by Interdormitory Council and referred by Day Student Council.

B. Duties of the Interdorm Council:
   1. To promote a high standard of excellence among the Dormitory Councils.
   2. To promote a continuity of policies affecting dormitory life.
   3. To hear evidence concerning and to take action on all cases concerning gambling, the possession or use of firearms and explosives; and cases where more than one dormitory council is involved.
   4. To present a monthly report to the Legislature reporting the number and types of cases handled by the Dormitory Councils and the Interdorm Council.
   5. To review the Dormitory Council minutes at the first meeting of every month.

C. Duties of Officers:
   1. Chairman—The duties of the Chairman shall be:
      a. To call and preside over all meetings of the Interdorm Council.
      b. To notify all members of the Interdorm Council of the time and place of meetings.
      c. To appoint committees as deemed necessary.
      d. To see that all data is gathered relative to the case.

e. To inform the student under consideration that he is to appear before the Interdorm Council.
f. To report the decision of the Interdorm Council to the student.

2. Vice-Chairman—The duties of the Vice-Chairman shall be:
   a. To perform all duties of the Chairman in his absence.
   b. To assist the Chairman in any way deemed necessary by the Chairman.
3. Secretary—The duties of the Secretary shall be:
   a. To keep the minutes of all meetings of the Interdorm Council and post typed copies within twenty-four hours on the bulletin board following each meeting.
   b. To record in detail all discussions and decisions pertaining to each case.
   c. To post typed copies on the bulletin board (of the respective dormitories, without the name of the individual involved) all decisions of the Interdorm Council.
   d. To keep a permanent record of all cases and minutes of business meetings in the judicial file in the Dean of Students Office.
4. Bailiff—The duties of the Bailiff shall be:
   a. To lead the Council in prayer before each meeting.
   b. To present witnesses to the Council.
   c. To inform witnesses of their rights before the Council and administer the Honor Code Oath.

D. Rights of the Accused
1. A student being tried before the Interdorm Council cannot be required to testify against himself.
2. Any student convicted by the Interdorm Council shall have the right to appeal to the Honor Court if he desires and does so within twenty-four hours after the decision is made.

E. Decisions—Decisions of the Interdorm Council shall be made by a simple majority vote. Members shall vote by secret ballot. The Interdorm Council may make recommendations to the Honor Council of suspension, expulsion, disciplinary probation, and requirement to withdraw. The following are disciplinary actions that may be taken by the Interdorm Council.
1. Social Campus—Social Campus requires that a student be restricted to the campus. The Student may not date or enter any dormitory other than his own. All places other than Gaither Hall (for purposes of attending class, the Library, Church and Chapel) and Howerton Cafeteria will be considered off limits.
2. Campus
   a. A "Campus" requires that the student not leave the campus at any time during the specified length of time.
   b. If a student breaks his campus, action will be taken by the Honor Court.
3. Restriction
   A "Restriction" requires that the student not leave his dormitory or room and not date during the specified length of time except to go to classes, Chapel, mandatory college functions, library, and meals.
4. Demerits
   a. Demerits are given for violation of College and Student Government Regulations and may be assigned by house officers, with the right of appeal to the Dormitory Council.
   b. One demerit will be given for minor infractions of College and Student Government Regulations, with the number of demerits for major infractions being left up to the discretion of counselors (not to exceed 5).
      The following will receive 5 demerits:
      1. Unnecessary noise during quiet hours.
      2. Absence from dormitory meetings without excuse.
      3. Breaking into the cafeteria line.
      4. Failure to honor "Do Not Disturb" signs.

c. When a student accumulates ten demerits, he will be brought before Dormitory Council for further action.
d. After fifteen demerits, he will be brought before Interdormitory Council for further action, and it will be recorded on his citizenship record in the office of the Dean of Students.
e. If a student should accumulate 25 demerits in one semester, he is to be automatically put on "Disciplinary Probation" for at least the remainder of the semester and for not less than one month. (See Section 4 of Article VII).
f. When 30 demerits have been received in one semester by a student, he is to be suspended for a minimum of two weeks. The exact length of the suspension is to be decided by the Honor Council with the concurrence of the College Administration.

6. Such other decisions as the Interdorm Council may deem appropriate.

F. No member of the Interdorm Council shall sit in a case involving himself, his roommate, or a relative.
G. The Interdorm Council may turn over to the Administrative Committee any cases occurring one week before or during the formal examination period at the end of each semester.
H. Quorum—A quorum shall consist of a majority of the Dormitory Presidents exclusive of a Chairman, and the administrative and/or faculty members.

I. The Interdorm Council shall meet on the first Wednesday of every month at 8:15 p.m. and other times deemed necessary.

SECTION 3
INTERMEDIARY COUNCIL

A. Membership—The Intermediary Council shall be composed of three members of the Honor Court (appointed by the Honor Court President), three members of the Interdormitory Council (appointed by the Chairman of the Interdormitory Council), and the President of the SGA presiding as Chairman.
B. Duties of the Intermediary Council—The duties of the Intermediary Council shall be to determine the jurisdiction of cases in question, evaluate cases referred from the Honor Court regarding mishandling of cases, new evidence, clarification (arising from review) and explain to the lower courts their reasons for referral.

SECTION 4
DORMITORY COUNCIL

A. Membership—The Dormitory Council shall be composed of the President of the Dormitory and the Hall Counselors residing in that Dormitory. The Head Resident shall act as advisor (without vote).
B. Selection of Personnel:
1. Students interested in serving in any of the above mentioned positions must fill out the form provided for this purpose. From the information contained in the forms and other available data, the selection of the personnel will be made by the Dorm Presidents, Head Residents, the Deans of Students, and the President of the SGA and President elect.
2. The applicants chosen will be eligible to run for President of the dormitory. They will be nominated by separate polls for men and women.
3. Secretary-Treasurer—To be elected within the Dorm Council by the Dorm Council.
4. Fire Marshal — To be appointed by the Council from its own membership.
5. Social Chairman—To be elected by the Council but not necessarily from its own membership. He is to plan all social and service activities for the dormitory.
6. Chaplain—To be appointed by the Dormitory Council.

C. Duties of Dormitory Council—The duties of the Dormitory Council shall be:
   1. To hear evidence concerning and take action on minor questions of student conduct.
   2. To hear appeals for demerits given by dormitory officers.
   3. To review the assignment of demerits given by the dormitory officers.
   4. To promote high dormitory morale.

D. Meetings—The Dormitory Council shall meet once a week and more often if deemed necessary.

E. Quorum—In the Dormitory Council a quorum shall consist of a three-fourths majority (excluding the President) of the membership of the Council.

F. Disciplinary Decisions—The following are disciplinary actions that may be taken by the Dormitory Council: (See explanation under Interdormitory Council.)
   1. Disciplinary Probation (to be approved by Honor Council)
   2. Demerits
   3. Social Campus
   4. Campus
   5. Restriction
   6. Such other decisions as the Council may deem appropriate (with the exception of suspension, expulsion and requirement to withdraw.)

   7. Right to Appeal—Any student placed on campus or restriction by a Dormitory Council shall have the right to appeal to the Interdorm Council if he makes the request within twenty-four hours after the decision is made.

G. Room Search—Room searches shall be conducted with the stipulation that the occupant reserves the right to be in his room at the time it is being searched. A room search must be approved by the Deans of Students.

H. Duties of Officers
   1. President—The duties of the President shall be:
      a. To assume major responsibility for the entire dormitory. He will be responsible together with the Head Resident for the welfare of members of the Dormitory of which he is President, and see that all rules and regulations of the College community are maintained and observed.
      b. To call and preside over all Dormitory Council meetings and dormitory meetings.
      c. To inform the student in writing, of any decisions of the Council affecting him.
      d. To appoint committees within the dormitory whenever necessary.
      e. To give demerits for violation of dormitory regulations.
      f. To serve as a representative to the Student Legislature of the SGA.
      g. To serve as a member of the Interdorm Council.
      h. To plan and execute (in consultation with the Head Resident and Fire Marshal) all fire drills.
      i. To be responsible for the closing of the dormitory at night.
   2. Secretary-Treasurer—The duties of the Secretary-Treasurer shall be:
      a. To record all minutes of the meetings of the Dormitory Council and dormitory meetings and present typed copies of these to the President and Advisor (Resident Counselor) within forty-eight hours after the meeting.
      b. To post typed copies of all action taken by the Dormitory Council within twenty-four hours.
      c. To attend to all financial matters of the dormitory.
      d. To keep a written record of all the finances of the dormitory.
      e. To give demerits for violation of dormitory regulations.
      f. To keep a permanent record of all demerits, minutes, and cases handled by the Dormitory Council in the judicial file in the Dean of Students Office.
      g. To assume all the duties of the President in his absence.

3. Hall Counselor—The duties of the Hall Counselor shall be:
   a. The Hall Counselor is head of the Council for his particular hall or floor and works under the supervision and guidance of the Dormitory Council. It will be his business to maintain all rules and regulations of his Dormitory per se, the Student Government Association and the College which includes the following:
      1. To help keep order on his hall.
      2. To give demerits for violation of dormitory regulations.
      3. To help direct fire drills.
      4. To conduct hall meetings whenever necessary.
      5. To serve as a member of the Dormitory Council.
      6. To serve 6 hours a week as host at the dormitory desk.
   b. The Hall Counselor will be expected to exert a positive attitude and influence on the entire dorm but especially his own hall and to help create cooperative resident hall living and cooperation with the College Community generally.
   c. The Hall Counselor will serve as a student counselor and when the occasion warrants notify the Dorm President and the Deans of Students about students who need special assistance in their studies or citizenship.
   d. At the end of each four weeks, each Hall Counselor will provide a written report of conditions on his floor to the Dorm President, Head Resident, and Deans of Students. The necessary forms will be provided by the Deans of Students for this purpose.
   e. The Hall Counselor will assist the Head Resident in the inspection of rooms and will serve as host at the desk for six hours each week at a time agreed upon by the Head Resident and the President of the dormitory.
   f. In case of illness or injury, the Hall Counselor will be responsible for contacting the Head Resident and in his absence the Infirmary.
   g. In case of emergencies the Hall Counselor is the head officer on his floor.
   h. The Hall Counselor will hold membership on the Social Standards Committee for the dormitory.
   i. The Hall Counselor will work with the Assistant Hall Counselors, President, and Head Resident in planning social events for his floor and cooperate with the Social Chairman and the above in helping with social events involving the entire dormitory.

I. Council Positions—The following are positions to be filled on the Dormitory Council.
   a. Each Woman's Dormitory will have a Head Resident, a Student President and sufficient Hall Counselors to supervise each floor of the Dormitory.
   b. Each Man's Dormitory will have a Student President and sufficient Hall Counselors to supervise each floor of the dormitory. The dormitory may also have a Head Resident.

J. Qualifications—The following shall serve as qualifications for Dormitory Council positions.
   a. Applicants must be of good character and in harmony with the purposes and ideals of the College.
   b. The applicant must be able to assume responsibility, discharge the same, and be able to work with other people. It is expected that the applicants will have a genuine love and concern for people and especially for those for whom they are responsible. Grades will be considered heavily.

K. Removal from Office:
   1. Upon sufficient grounds of incompetency, neglect of duty or general negativism, the President of the Dormitory may be removed from office by action of the President of the SGA, a committee of three appointed by him in consultation with the Deans of Students and the Head Resident.
   2. The Hall Counselor or Assistant Hall Counselor may be removed from office through the recommendations of the Head Resident, the Dorm President, and the Deans of Students.
   3. An appeal may be made by the officer removed to the Honor Court.
   4. Vacancies occurring during the year will be filled by sophomores or freshmen applying for the position.

Fellow Students:

Let me extend to you a warm welcome to Montreat. As President of the College Union Activities Board it is my responsibility and privilege to provide for the organization and administration of social, recreational, cultural and educational programs for the Montreat-Anderson College Community.

I plan to make the 1971-72 year a pleasurable and memorable one for all the students. This can be accomplished only with the creative suggestions and hard work you contribute. Your willing spirit and participation as an individual member of the student body will be the key factor of this years success. Your contributions and suggestions of activities such as dances, mountain hikes, plays, concerts, or distinguished guest speakers will be appreciated and utilized by the C.U.A.B. Gather with me in harboring thoughts of next year as being a beautiful and richly rewarding experience.

Mickey Holoman
President — 1971-72
College Union Activities Board

CONSTITUTIONAL OUTLINE
COLLEGE UNION
Montreat-Anderson College

ARTICLE I.
NAME

The name of this organization shall be the College Union of Montreat-Anderson College.

ARTICLE II.
PURPOSE

The purpose of the College Union shall be to provide for the organization and administration of social, recreational, cultural, and educational programs for the Montreat-Anderson College community.

ARTICLE III.
MEMBERSHIP

All duly enrolled students of Montreat-Anderson College are members of the College Union and all faculty and administrative personnel are honorary members.

ARTICLE IV.
GOVERNMENT

The governing body of the Montreat-Anderson College Union shall be vested in a Board of Governors and a Programming Board.

SECTION 1
BOARD OF GOVERNORS

A. Membership
   1. President of College Union Activities Board (Chairman)
   2. Vice-President of College Union Activities Board.
   3. Secretary-Treasurer of College Union Activities Board (non-voting)
   4. President of Student Government Association.
   5. Vice-president of Student Government Association.
   6. One faculty member appointed by Academic Dean from nominations by the programming board.
   7. Dean of Students (ex-officio) or his representative.
   8. Director of Student Activities (ex-officio).
   9. Assistant to the Director or Student Activities (ex-officio)
   10. One male representative from Inter-Dorm Council.
   11. One female representative from Inter-Dorm Council.
   12. President of S.C.A.

B. Powers and Duties
   1. The Board of Governors shall establish general policy for the CUAB program.
   2. The Board of Governors shall approve any amendments to the CUAB constitution.
   3. The Board of Governors shall approve or disapprove all appointments and dismissals of the members of the Programming Board and of the standing committees.
   4. The Board of Governors shall have the power to impeach the President of the CUAB. In these proceedings, the Vice-president of the CUAB will preside unless the proceedings have been initiated by the Vice-president. In such a case the President of Student Government will preside. An appeal may be made to the Honor Court within 24 hours of conviction.

SECTION 2
PROGRAMMING BOARD

A. Membership
   1. President of CUAB
   2. Vice-president of CUAB
   3. Secretary-Treasurer of CUAB
   4. Secretary-Treasurer of SGA.
   5. Standing Committee Chairmen
   6. Director of Student Activities (ex-officio).
   7. Assistant to the Director of Student Activities (ex-officio).

B. Powers and Duties
   1. The Programming Board shall govern and carry out the CUAB program within the general policy guidance set by the Board of Governors.
   2. The Programming Board shall enact, by majority vote, by-laws to the CUAB constitution.
   3. The Programming Board may initiate amendments to the constitution.

SECTION 3
COMPOSITION AND RESPONSIBILITIES

A. Recreation Committee—The Recreation Committee shall be composed of the Supervisors of Moore Center, and the Game Room as well as the President of MIA and WRA, along with three members appointed by the CUAB.

B. Social Committee—The Social Committee shall be composed of the Social Chairman of all Dormitories and shall be responsible for the co-ordination of dormitory activities.

C. Special Events Committee—The Special Events Committee shall be composed of persons appointed by the Executive Committee of the CUAB and their responsibility shall include the planning and co-ordination of such events as Homecoming and May Day.

D. "Publications Committee shall be composed of the editors of all official student campus publications, the faculty advisors of these publications, one additional member at large from the faculty or administration appointed by the dean of the faculty, and one student member at large appointed by the President of CUAB.
   This committee shall establish policies and guidelines for the operation of these publications; elect editors, in the late spring, for all official student campus publications for the succeeding year and fill vacancies as they may occur during any given year.
   This committee will elect faculty advisors as vacancies may occur other than the member at large.

E. Inter-Club Council shall be composed of the presidents of all official campus clubs with the purpose of strengthening and improving these organizations.

F. Curriculum Enrichment - The Curriculum Enrichment Committee shall be composed of the non-voting members of the CUAB and will include selected students and faculty appointed by the officers of the CUAB. Its purpose shall include the integration of curricular and extra-curricular activities to obtain maximum value for all phases of the College Curriculum.

G. Publicity - The Publicity Committee shall include the Campus Information Director and his staff plus the publicity chairman of all campus clubs and organizations.

H. Religious Life Committee shall be composed of one student and faculty representative from the SCA, and one student and faculty representative from the Religious Activities Committee, and one student and faculty representative from the Fellowship of Christian Athletes and three students elected by the Board who reflect a diversity of opinion on religious matters. The purpose of this group will be to co-ordinate and evaluate the activities of the representative groups.

Dear Students:

Welcome to Montreat-Anderson College. Your time spent here will truly be beneficial if you desire for it to be. The Student Christian Association can provide much of what you may be looking for.

Montreat-Anderson College has regarded Christianity as central to its life since it was established. Its Presbyterian founders wanted to provide "a sound and thorough education" and they felt that education that merely trains the mind without creating a spiritual awareness toward Christ was only a partial education. It is intended for the Student Christian Association to be a strong part of the Montreat-Anderson College campus and it can be. The S.C.A. was created to help others in the way that Jesus Christ would want it to help. It accomplishes this by ardent devotion on the part of its members, fellowship of the Holy Spirit, and action. Often, lectures and other collegiate activities are sponsored in connection with the Association. Students are given the opportunity to come to a more personal relationship with God, through Jesus Christ, and the work of the Student Christian Association.

Opportunities to help others in service is achieved by the Student Christian Association committees that are branches of the newly formed Social Action Team. Another of its many parts is the S.C.A. Evangelical Team that goes out to various meetings and congregations — in a crusade fashion.

Jesus said, in John 6:37, "him that cometh to me I will in no wise cast out." This is the way the Student Christian Association will be. Every person in the student body at Montreat Anderson is actually a member; and nobody that seeks help from, or wants to be a part of the Student Christian Association will be turned away.

Sincerely

Bill Reineking, President, S.C.A.

THE STUDENT CHRISTIAN ASSOCIATION

Membership of the SCA consists of all duly enrolled students of Montreat-Anderson College.

The Purpose

The SCA exists for the purpose of:

1. leading individuals of the student body into commitment to Christian faith and life.
2. providing opportunities for worship, study and discussion,
3. providing opportunities for fellowship and recreation — unique in the over-all activities program,
4. seeking to create and strengthen a Christian atmosphere on campus,
5. providing opportunities to show our concern for others through service.

The SCA committees are: the Children's Home committee, the Dogwood Manor Committee, the Evaluation Center Committee, the Veteran's Hospital Committee, the Publicity Committee, and the Special Projects Committee created for service during the 1969-70 school session.

There are additional activities and programs sponsored by the Student Christian Association including the annual "Spiritual Enrichment Week."

College Regulations

REGULATIONS OF THE COLLEGE

"The Presbyterian Founders of Montreat-Anderson College were men of strong conviction and clarity of purpose. They proposed in their Charter 'that those attending the college receive a sound and thorough Christian Education suitable to their needs.' "

You have chosen to attend a church college, established and supported by church people. You have become a citizen in a college community which seeks to live by Christian ideals and moral standards.

The Administration

During the past several years, responsible student leadership has established a tradition of effective student government at Montreat-Anderson College. The Administration is grateful for this valuable contribution to the College Community and pledges its support and counsel to those students charged with the responsibility of maintaining this tradition.

When any violation of College or Student Government regulation occurs, the case is usually considered in one of the student courts except for those cases reserved for consideration by the Administrative Committee.

Occasionally, however, special circumstances in a disciplinary case warrant action or consideration by the Administration.

In accordance with this statement and because the administration is responsible for every facet of College life the President of the College, the Dean of the College, and the Deans of Students reserve the right to handle special cases of discipline which in their judgement should be handled by the Administration and reserve the right to review regulation changes made by the legislature.

General Behavior
(Action By The Administrative Committee)

At Montreat-Anderson the individual is given as much freedom in the exercise of his rights as is consistent with the well-being of our entire college community. While personal responsibility and self-control are essential to the growth of character, the College believes that Students who refuse to adjust to group living and the standards of the College, or who adversely influence other students and appear irresponsible in spirit and deed, should be subject to disciplinary measures.

Therefore, the College reserves the right to exclude or dismiss any student whose character and morals are not consistent with the ideals of the college, or whose influence is detrimental to it.

Respect For Property
(Action by Administrative Committee)

1. It is expected that each student will keep the room he occupies clean and orderly. Rooms will be inspected regularly and a report made to the Dean of Students who will determine when violations require disciplinary action.

2. Any damage to a room or its furnishings will be paid by the student involved or by the students occupying the room.

Damage to any part ot one of the college dormitories (other than the individual student rooms) must be borne equally by all residents of the particular dormitory involved when the responsible party or parties are not apprehended. The proportionate share shall be the total cost of the repairs or replacements divided by the total number of residents in the given dormitory at the time of the damage or destruction.

The obligations incurred above shall constitute a debt to Montreat-Anderson College and shall be subject to all provisions and regulations pertaining to such debts.

3. Any student guilty of vandalism (deliberate destruction of property), shall be subject to discipline by the Administrative Committee. He shall be required to pay the full cost of the damage, plus a fine equal to the full cost, but not less than ten dollars ($10.00). He shall be subject to disciplinary probation, suspension or expulsion. In every case in which his parents are providing financial support, they shall be informed of the offense and the action taken.

4. Property not owned or supervised by the College is off limits to the student unless he has written permission from the owner with prior approval from the Dean of Students.

Room Decorations

There shall be no public display in windows or in hallways or other public rooms of decorations or materials which could give offense.

Since it is recognized that accepted standards of good taste and propriety impose certain limits on room decorations, it shall be left to the individual student's discretion, subject to the regulations in the Handbook, as to the appropriatness of the internal decorations of individual rooms. However, it is expected that he will display on the walls of the room only such pictures and decorations as are in accord with the ideals and moral standards of this college.

ATTENDANCE AT COLLEGE FUNCTIONS
(Action By Dean of Students)

The Board of Trustees has passed the following resolutions.

"That the Board of Trustees affirm its conviction that corporate worship is an essential feature of the life of a Christian academic community, that participation in worship is an important element in the student's educational experience in a church college and that corporate worship should be indigenous to a church college supported by a climate of conviction.

"That the Board of Trustees instruct the administration and faculty that chapel be conducted each week as an act of corporate worship by the college community. That faculty and staff be urged to attend regularly and that students be required to attend.

"That faculty and staff and students be urged to gather for corporate worship on the Lord's Day."

1. Students are urged to attend regularly the church of their choice, Sunday evening vesper services, and prayer meeting. (No meeting of required attendance is to be scheduled at the time of the weekly Wednesday night prayer meeting — 7:15 p.m. to 8:00 p.m.)

2. As a part of the Montreat-Anderson College way of life, all resident students shall attend the following:

   a. Chapel services (each Thursday) with maximum of three cuts.
   b. College convocations (as scheduled) with maximum of three cuts.
   c. Official college functions (occasionally as announced).

3. Day students shall be present at official college functions.

4. Students who over cut will be required to appear before the Dean of Students.

5. Freshmen and new students shall be required to attend scheduled orientation meetings.

6. It will be the responsibility of the Dean of Students' office to keep a record of attendance at chapel, college convocations and official college functions, and to provide for excuses when they are warranted.

Possession or Use of Illegal Drugs
(Action by Honor Council and the Administrative Committee)

Students who possess, consume, or sell any drug, on or off campus, are in serious violation of College regulations. Such persons will be tried by Honor Council or by the Administrative Committee. The Administrative Committee will have the responsibility to review all cases concerning drugs. Action will range from rehabilitation consultation to expulsion.

The word "drug" as stated above is intended to include all of the following: Coco leaves, opium, opium poppy, cannabidiol, tetrahydrocannabidinol, cannabis, marijuana, peyote, mescaline, psilocybe, mesicana, psilocybin, lysergic, deilhylamide, or other psychedilic drugs or hallucinogens, or any derivatives of any of these which possess hallunicinogenic properties and every other substance neither chemically nor physically distinguishable from them, and other drugs to which the State Board of Health, after reasonable notice and opportunity for hearing to have an addiction forming, or addiction sustaining liability similar to morphine or cocaine, or possessing hallucinogenic properties similar to lysergic acid. Diethylamide from the effective data of determination of such finding by said state board of health.

Alcoholic Beverages
(Action by Dean of Students)

1. Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students.

2. Drinking or being in possession of alcoholic beverages in the dorm, on campus, or being under the influence on campus will result in a minimum of disciplinary probation or a maximum of expulsion.

3. Students are responsible for seeing that their dates abide by the regulation.

4. The above regulations apply equally to day students when they are on the Montreat-Anderson College campus and when they are dating a resident student.

5. Any misconduct by a student involving the use of alcoholic beverages, even when off campus, shall subject the offender to a minimum of disciplinary probation or a maximum of expulsion.

Gambling
(Action by Honor Council)

Gambling by students is forbidden.

Hazing
(Action by Honor Council)

Any type of physical or verbal punishment, humiliation, or intimidation by any student of another is forbidden.

Firearms and Explosives
(Action by Interdormitory Council)

The possession of firearms (except in accordance with regulations governing the Conservation Club), BB guns, pellet guns, air guns, firecrackers, or explosives of any kind is prohibited on the campus.

New Organizations
(Action by Administrative Committee)

The College does not approve of secret organizations, social fraternities, or sororities of any kind or of special groups whose membership is limited other than by interest.

A new organization (i.e. one not included in the list of Clubs and Organizations) may be authorized only by the Administrative Committee, to whom a written statement of purpose and procedure must be presented with the name of the faculty member who is to act as sponsor.

Living Off Campus
(Action by the Administrative Committee)

All regular students are required to register as dormitory residents unless they are commuting students living with their family or when because of special circumstances some other arrangement has been made with the Dean of Students.

Campus Security Officers
(Action by the Administrative Committee)

Because campus security officers are agents of the College, they are to be treated with courtesy and respect by all members of the community. It is the responsibility of students to comply immediately with a request to show their identity cards to any member of the campus security force.

Student Convictions
(Action by the Administrative Committee)

Any student involved with a law enforcement officer, or convicted in a court of law will be subject to investigation and possible disciplinary action.

CAR REGULATIONS

1. All student automobiles or other motorized vehicles (whether operated by resident or day student) must be registered in the Dean of Students Office. Upon completion of the forms, the student will be issued the necessary operating permit. Vehicles without this permit will be considered illegal and will be removed from the premises at the owner's expense.

2. When a student receives a driving permit he must agree to allow his car to be searched by the security officers or by an authorized officer of the college. Refusal to allow a car to be searched will result in the revocation of the student's right to operate a car on campus.

3. The following students may not have a car or motorized vehicle on campus:
   A. Students receiving financial aid (exceptions must be approved by the Financial Aid Director and the Dean of Students).
   B. Students on disciplinary probation
   C. Students on academic probation

4. All other resident students may have a car on campus provided they secure a statement of approval from the Dean of Students.

5. **Violations**
   A. Operation of a motor vehicle which causes a disturbance will constitute a violation, and will subject the driver to action by the Dean of Students.

   B. Driving a motor vehicle carelessly or driving under the influence of alcohol will constitute a violation, and will subject the driver to action by the college.

   C. The responsibility for illegal parking rests with the person in whose name a vehicle is registered.

   D. Failure to pay fines within three days of receiving a citation will result in an additional $3.00 penalty. If suitable arrangements to pay, or payment has not been made within 15 days, the driving permit of the offender will be revoked.

6. **Responsibility**
   A. The person in whose name a vehicle is registered at Montreat-Anderson College will be held responsible for any violation involving the vehicle incurred by the registrant or other operators.

   B. Montreat-Anderson College cannot assume responsibility for any motor vehicle or its contents.

MOTEL REGULATION

Women students are not permitted to sign out overnight to a place of public accomodation unless circumstances require, in which case written permission must be secured from the Dean of Students and from the parents at least 24 hours before time of departure.

Written permission must be obtained from parents of a male student for a female student to sign out overnight to his home. This permission and the permission of the girl's parents must be filed with the head resident of the hall in which the student resides.

FIRE EQUIPMENT
(Action by the Dean of Students)

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community and in order to meet insurance regulations. The Dean of Students will impose severe discipline on any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment.

ACADEMIC REGULATIONS OF THE COLLEGE
Class Attendance

I. Students are expected to attend classes regularly. They are responsible for any work discussed or assigned in every class for which they are registered.

II. A. During the first nine weeks of the first semester, freshmen and transfer students will have no unexcused cuts. During the second nine weeks, those not on Academic Probation may have one unexcused cut in a one-or a two-hour class and two unexcused cuts in any other class.

B. After the first semester of the first year, students not on Academic Probation may have one unexcused absence for each credit hour of the course as stated in the catalog.

C. Students with 3.5 average are not restricted in the number of absences allowed except as stated in D 1 and D 2.

D. Exceptions:

1. No unexcused absence is allowed from a test announced as much as a week ahead.
2. Attendance regulations for labs, Physical Education activity courses, and chorus are at the discretion of the instructor, who will inform the students and the Academic Dean, in writing at the beginning of each semester, of the practice to be followed.
3. Absences on the two class days before and after holidays count double.
4. In 3-hour classes that meet twice a week, each absence will count as 1½ cuts.

III. Absences will be excused only when the student shows to his instructor within one week after his return to class an official slip signed by:

A. the Academic Dean — for official representation of the College, or

B. the Dean of Students — for special circumstances so designated by the Dean of Students, or

C. the School Nurse — for illness in the infirmary or the hospital, or for visits to a doctor's office; or, in the case of day students, when evidence of illness satisfactory to the School Nurse is presented.

Copies of these excuses will be filed by the office issuing them.

IV. If the student should take more than the allowed number of unexcused absences, he will be required to have a conference with the Academic Dean or the Dean's representative, to present reason why he should be allowed to remain in the course.

V. Absences are counted from the opening day of classes.

VI. There may be a rare situation in which a student is absent due to extended illness; however, if this absence extends beyond twenty per cent of the total number of class meetings, the student will receive a failing grade and be dropped from the course. This action may be appealed to the Academic Dean by the student or the instructor.

VII. Tardies may be considered at the discretion of the instructor. If the instructor does establish a policy, he must present it in writing to the class at the beginning of each semester.

It should be the responsibliity of the instructor to record absences, to warn the student before he reaches the limit of absences allowed, to inform the Academic Dean of any excessive unexcused absence, and to inform the Academic Dean when the student has received an F and been dropped from the course because of excessive absence.

ACADEMIC PROBATION

Students are required to make a certain quality point average in order to remain in good standing. Those who fail to gain a QPA of 1.12 after the first semester, 1.3 after the second semester, and 1.5 thereafter, will be placed on academic probation. Students who show three or more unsatisfactory grades at midsemester will also be placed on academic probation.

The intent of academic probation is to encourage the student to discipline his time and to form systematic study habits in an effort to improve his performance.

Students placed on academic probation will be limited to a course load of thirteen academic hours, exclusive of P.E. and chorus. They will forfeit the right to use a car on campus and will have no unexcused cuts in any course. They will not undertake work outside of their studies without the permission of the Academic Dean. Each student will keep a personal schedule (log book) to register a minimum of twenty hours of study, weekly. This record will be checked at regular intervals by an assigned tutor or advisor.

The status of academic probation may be withdrawn at midsemester from all students who gain a QPA of 2 or above.

ACADEMIC SUSPENSION

The Administration reserves the right to suspend or drop a student from the college because of poor scholarship. Any student on Academic Probation who fails to meet the requirements of his probationary status, will be subject to academic suspension. Any other student who, in the opinion of the Academic Standards Committee, is consistently neglectful of his academic responsibilities, will be suspended.

In this matter students have the right of appeal to the Academic Dean. Those who are suspended may seek re-entry to the college after one semester and may be readmitted on probation. Academic suspension or probationary status may be lifted as a result of successful work in summer school.

POINT AVERAGE

1. Quality points are assigned according to the following system:
   1 Semester hour with a grade of A counts 4 points.
   1 Semester hour with a grade of B counts 3 points.
   1 Semester hour with a grade of C counts 2 points.
   1 Semester hour with a grade of D counts 1 point.
   1 Semester hour with a grade of F counts 0 points.
2. Quality point average is determined by dividing the number of quality points by the number of semester hours attempted. For example: 3 semester hours of B (9 quality points), 6 semester hours of C (12 quality points), 3 semester hours of D (3 quality points), and 3 semester hours of F (0 quality points) gives a quality point average (QPA) of 1.6.

GRADING PERIODS

1. Official grades, to be recorded on the permanent record of the student, are issued at the end of each semester.
2. At mid-semester the faculty reports the grades of all students making D or F at that point in the semester. Unless a report is made, a student is assumed to be making a grade of C or higher.

ELIGIBILITY TO CONTINUE IN COLLEGE

(Action by Academic Dean)

1. To be eligible to remain in college after his first semester of work at Montreat-Anderson College, a student must make a quality point average of at least 1.12, must pass at least nine hours of academic work, and must make at least a "C" in at least one two to four hour credit course during the semester.
2. To be eligible to remain in college after his second semester of work at Montreat-Anderson College, a student's quality point average for that semester must be at least 1.3, he must have passed at least nine hours of academic work during the semester, and he must have made at least a "C" in at least one two to four credit hour course during the semester.
3. To be eligible to remain in college after his third semester at Montreat-Anderson College, a student's quality point average for that semester must be at least 1.5 and he must have passed at least nine hours of academic work during the semester.
4. In the event of a student's returning after the fourth semester, his quality point average for that semester must be at least 1.5 and he must have passed at least 9 hours of academic work.

EXTRA CURRICULAR PARTICIPATION

1. Eligibility for holding major offices (See SGA Constitution Article VIII, section 4A, B and C).

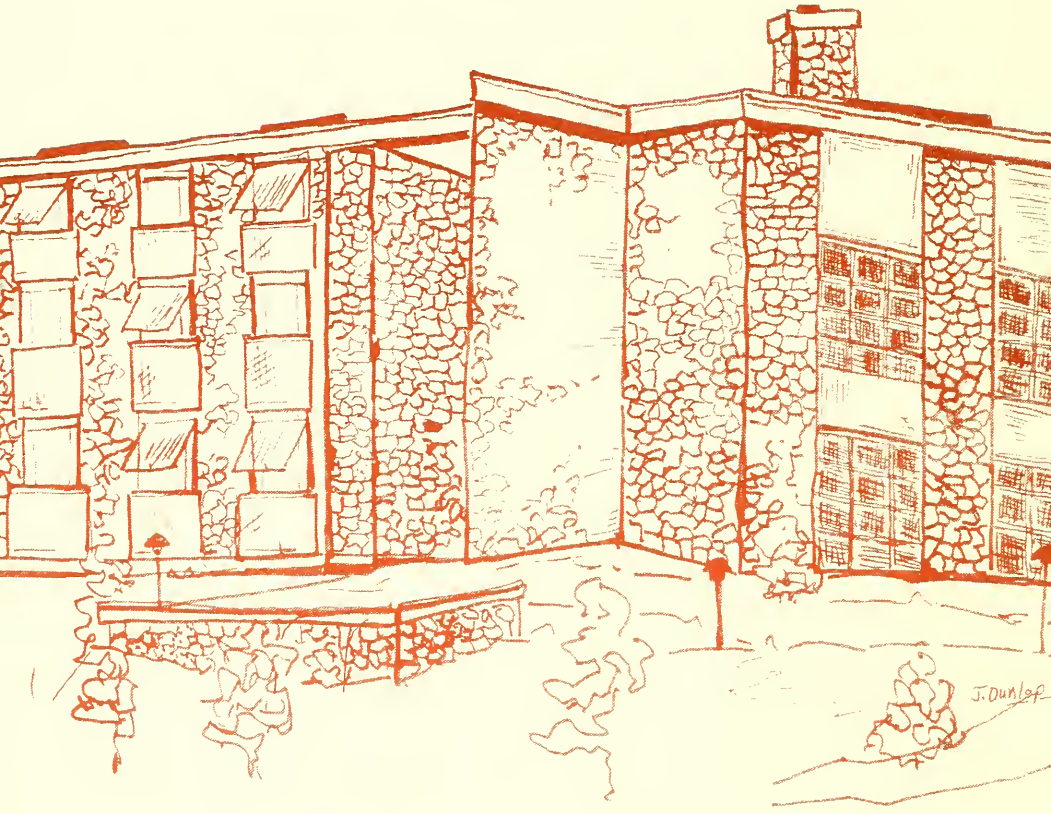
2. To be eligible to represent the college in intercollegiate sports, in choral groups, or in any public performance off campus, a student must have a grade point average of 1.5 and must not be on D.P. or A.P.

3. For first semester Freshmen there will be no restriction until mid-term notices are given. Any first semester Freshman who fails to be making C or better on at least 9 hours of work will not be permitted to represent the college in any contest or public performance.
4. For participation in other activities such as intramural sports, on campus club programs or club activities which do not conflict with the student's class schedule, there will be no eligibility requirements.

TUITION AND FEES

Basic charges and special instructional fees for each semester are due and payable to Montreat-Anderson College on or before August 28, for the fall semester and on or before January 1, for the spring semester. FINAL ADMISSION AND ENROLLMENT CANNOT BE GRANTED TO A STUDENT UNTIL SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN MADE WITH THE TREASURER OF THE COLLEGE.

Student Government Regulations



STUDENT GOVERNMENT REGULATIONS

I. General

These regulations are based on the assumption that most student behavior in college is governed by the good judgment and common sense of the student. The following regulations are intended to provide the minimum regulations necessary for successful community life and to give each student maximum opportunity for successful adjustment to college life.

A. Number of weekends allowed away from college
   1. During the first two weeks of the orientation period at the beginning of the college year, Freshmen are not allowed weekend permissions.
   2. After the first two weeks of the orientation period, students may use their discretion in choosing the number of weekends away from the campus.

B. Damage to college property (See college Regulations, Respect for Property)
   1. Resident students are held responsible for any damage to their room or dormitory, and damage charges will be made to the occupant involved.
   2. All students are responsible for college property and will be held accountable.

C. Meetings
   1. Before a class meeting can be held and any action taken, a quorum of the class must be present.
   2. All meetings must be conducted by parliamentary procedure
   3. Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required for the following:
      a. Student Convocation each Tuesday (maximum of 3 unexcused cuts)
      b. Hall meetings (1 demerit for each absence)
      c. Class Meetings (on call)
      d. House Meetings (5 demerits for each absence)
   4. An excuse for absence from the above meeting must be obtained from the respective president before the meeting.

D. Explanation of the Disciplinary System
(See Constitution of SGA under Honor Council and Interdormitory Council.)

E. Delegation of Responsibility by Student Government
   1. The officers of the SGA, as well as the other students, have come to college to acquire an education.
   2. For this reason the Dormitory Councils, the Interdormitory Council, and the Honor Council may turn over to the Administration any disciplinary case serious enough to require a trial, should the case arise within the week before or during the formal examination period at the end of each semester.

F. Recording of Disciplinary Action
   1. The first Monday of each month, the Secretary-Treasurer in the respective dormitories is to report the assigned campuses, restrictions and demerits to the president of the Honor Council who in turn is to report these to the Honor Council. The Secretary of the Honor Council is to report these to the office of the Dean of Students for recording.
   2. The policy for recording disciplinary action on permanent records is determined by the administration of the college.

G. Telephones
   1. No dormitory-to-dormitory calls may be made from 7:30-10:00 p.m. or after 11:15 p.m.

2. All calls, except for long distance, are not to exceed 10 minutes.
3. Demerits are to be given for infringements of telephone regulations.

H. Dormitory Guests

Each guest must have a host or hostess and will be subject to the rules of the college. The host or hostess will be responsible for the conduct of his or her guest.

Upon arrival every guest is to fill out a "Guest Card" at the desk and give it to a member of the Dormitory Council, after which the card will become a permanent record of the Dean of Students office. There will be no charge for guests spending Friday and Saturday nights, but there is a charge of fifty cents (50¢) for every week night, and a negligence fee of two dollars ($2.00) for failure to fill out a "Guest Card."

I. Dormitory Organization

(See Constitution of the SGA under Dormitory Council.)

Dress Regulation

The Student Government Association does not feel that it should regulate individual modes of dress. Reasonable discretion in clothing and appearance is expected of all students.

1. Slacks may be worn to classes and to meals with the exception of Sunday dinner. It is suggested that women wear skirts or dresses, etc; and men wear coats and ties to show due respect for those guests coming on campus.
2. Shorts may not be worn to classes.
3. Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither, and the cafeteria.

II. Student Government Regulations for Men Students

A. Dormitory Living

1. Dormitories are to be reasonably quiet at all times; very quiet during study hours 7:30-10:00 p.m. Monday through Friday and after 11:15 at night.

B. Visiting in Women's Dormitories—Men are to observe regulations for visiting hours in women's dormitories. Proper entrances for men are through the front doors leading to the lobbies.

1. The lobbies in the women's dormitories are open to men from 11:30 a.m. to 11:55 p.m. and on Sunday from 11:30 a.m. to 11:30 p.m. Exception is made when dates wish to meet women students for church on Sunday morning.

III. Student Government Regulations for Women

Signing In and Out

When leaving the campus during the day and when leaving the dormitory after 7:30 p.m., a student must sign out on her regular sign-out card: the time leaving, the person accompanying, the destination, and expected time of return. When returning to the dormitory, the student must sign in the time of return.

Demerits will be given for each failure to sign in or out of the dormitory and for failure to fill in the sign-out card with complete information.

Students may not sign in until their dates have left the dormitory. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 15 late minutes have been accumulated during one semester.

The dormitory president shall review and excuse any late minutes, referring to guidelines set up by the Dormitory Council. If the excuse is not stated in the guidelines, that person may present her excuse to the Dormitory Council for consideration.

All overnight departures from campus must be signed for and approved by the Head Resident twelve hours before departure, except when the student is going to

her own home. Then she may leave the sign-out slip in the place designated by the Head Resident.

False information or failure to sign out for overnight departure will result in disciplinary action by the Honor Council.

Quiet Hours and Study Hall

On Monday through Friday all first semester Freshmen and students on academic probation must be in their dormitory by 7:30 p.m. for study hall. They may leave the dormitory from 10:00 to 11:00 p.m.

Dating for Women Students

First Semester Freshmen Hours

Friday and Saturday nights until 1:00 a.m.
Sunday night until 11:00 p.m.

Second Semester Freshmen Hours

Sunday through Thursday nights until 11:00 p.m.
Friday and Saturday nights until 1:00 a.m.

In addition, second semester freshmen may take three late permissions each semester on week nights until one o'clock provided they indicate their intention to do so on a special sign-out card.

Second semester freshmen on academic probation must observe study hall Monday through Friday nights from 7:30 - 10:00 p.m.

Sophomore Hours

Sunday through Thursday nights until 12:00 midnight
Friday and Saturday nights until 1:00 a.m.

In addition sophomores may take five late permissions each semester until one o'clock provided they indicate their intention to do so on a special sign-out card.

Visiting Hours

The lobby of all dormitories will be open during the following hours:

Sunday through Thursday	11:30 a.m. - 11:00 p.m.
Friday	11:30 a.m. - 11:00 p.m.
Saturday	11:30 a.m. - 12:00 midnight

Dating Conduct

1. Dates are to call for women students in the lobby of the dormitory.

2. Women students must sign the name of their escort on their sign-out card whenever they leave the dormitory.

   Women students are responsible for seeing that dates know and observe college regulations concerning drinking and all social standards. Failure to observe this will incur disciplinary action for the woman student.

3. Students are expected to use discretion and good taste in their dating conduct in the public areas of the residence hall as well as on the campus. What constitutes inappropriate behavior need not be spelled out. A Social Standards Committee is active in each dormitory.

Housekeeping

Dormitory rooms should be cleaned thoroughly once a week, and kept neat and tidy at all times. There will be a room inspection once a week.

A room which has not been thoroughly cleaned will be assigned demerits after accumulation of 15 points.

Rooms must be left clean at the beginning of vacations and at the end of the year when students check out. Failure to do so will mean a charge deducted from the damage fee.

Nails, thumbtacks, screws, hooks, pins, hangers, etc. may not be driven into the walls or woodwork. Scotch tape or other adhesives should not be applied to walls or woodwork. Masking tape may be used.

No pets of any kind are permitted in any part of the residence hall.

Sunbathing

Sunbathing is permitted only in areas designated by the Dean of Students office.

Respecting Rights of Others

Students are to observe the property rights of others. Violation is an Honor Council offense.

"Do Not Disturb" signs are to be respected and failure to do so will result in assignment of demerits.

GENERAL INFORMATION

ASHEVILLE COMMUNITY CONCERTS and ASHEVILLE COMMUNITY THEATRE

Students may purchase season tickets at the beginning of the school year for one or both of these series. The Concert series brings five well-known artists or groups to Asheville during the year - orchestras, pianists, dance groups, etc. The Theatre presents the same number of plays, using local talent; it is considered an excellent amateur theatrical group.

BULLETIN BOARDS

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students and students are responsible for reading notices. Students should form the habit of checking the main bulletin board in Gaither Hall twice daily and the boards in dormitories regularly.

CAFETERIA

The cafeteria service tries to serve quality food. The management invites suggestions and the cooperation of the students.

Hours:

Monday-Friday		Saturday-Sunday	
Breakfast	7:15-8:30	Breakfast	8:30-9:30
Lunch	11:15-1:30	Lunch	12:00-1:30
Supper	5:00-6:30	Supper	5:00-6:00

LAUNDRY

A self-service launderette is located in the shopping center and is open every day except Sunday, from 8 a.m. until 8 p.m.

LIBRARY

The library, housing a collection of 32,000 books as well as collections of recordings, filmstrips, college catalogs and some 250 current periodicals, is located in Gaither Hall.

Library Hours

Mon.-Fri.	8 a.m.-5 p.m., 7 p.m.-10 p.m.
Sat.	9 a.m.-1 p.m.
Sun.	3 p.m.-5 p.m., 6 p.m.-9 p.m.

The library is not open during regularly scheduled chapel programs and Official College Functions.

Circulation:

Books, except reference books marked with an R, and bound volumes of periodicals, are loaned for a period of two weeks. ALL BOOKS MUST BE SIGNED FOR AT THE DESK AND THE DATE DUE SLIP STAMPED BEFORE THEY ARE TAKEN FROM THE LIBRARY.

Reserve Books, arranged by course number on the shelves behind the desk, are of two types:

Three-day reserve books may be checked out and returned any time during the hours the library is open. Overnight reserve books are for use in the library.

They may be checked out by 9:30 p.m. and returned by 9:00 a.m. the next morning, and at 12:00 noon Saturday and returned by 9:00 a.m. Monday. RESERVE BOOKS MUST ALSO BE CHECKED OUT TO YOU BY THE STAFF MEMBER ON DESK DUTY.

Recordings circulate for a three-day period.

College catalogs circulate on a one-day basis.

Card Catalog:

The card catalog is a dictionary file by author, title and subject of all library materials, non-book as well as book.

Fines:

The fine for overdue two-week books is five cents a day.

The fine for overdue three-day reserve books, recordings and college catalogs is fifteen cents for the first day and ten cents each day thereafter, including Sunday.

(To remove books, etc. from the library without authorization constitutes an Honor Council offense.)

Staff:

The library staff is made up of professional librarians, adult clerical assistants and student workers. The chief concern of the staff is to instruct the student and to assist him in using effectively the library resources. Students should never hesitate to ask the staff for assistance.

INFIRMARY

Students should report to the infirmary when ill or injured. There is a college nurse on duty or on call at all times. Absence from class for sickness or injury is excused ONLY WHEN CERTIFIED BY THE COLLEGE NURSE. An excused absence will not be given when the student does not notify the infirmary until after the class has been missed.

House counselors may notify the infirmary that a student is ill in the dormitory. The college nurse may decide if it is necessary for the student to come to the infirmary.

All appointments with physicians should be made through the infirmary. The college physician will treat most illnesses and injuries of students. He will refer students to specialists in Asheville when necessary. There is a charge for an office visit.

Any emergency should be handled by the college nurse. She will make arrangments for the student to be taken to the emergency room of Memorial Mission Hospital in Asheville. She will also send the necessary insurance forms with the student to the hospital.

There are no regular visiting hours for students in the infirmary. Roommates may bring mail and other items to the student with permission of the nurse.

Clinic hours are set and posted at the beginning of the school year. Students are requested to come to the infirmary during these hours unless the condition develops at other times. Please call the infirmary if it is necessary to come after 10:00 P.M. The infirmary is locked after that hour.

MONTREAT STORE

The general store known as "Mr. Hinkle's", is open at 8 a.m. until 5:30 p.m. each day. Supplies of all kinds may be purchased here.

MOORE CENTER
(College Union)
(Known to students as "The S.U.")

This center and its adjoining facilities is the social, recreational, cultural and service center for the entire college community. As the College Union, Moore Center is the nerve complex for a wide variety of programs designed to bring the many diverse elements of college life into a properly integrated perspective. The Union brings together concerned persons involving them in programs of meaningful and purposeful activity. It is likewise a training ground for learning to work with others toward a common goal, which is fundamental in developing effective

community leaders. In short, it is a living organism created for the purpose of bringing into being and sustaining a dynamic community of learners and for the development of integrated persons.

Moreover, the union is an invaluable tool for shaping a feeling of community solidarity and the individuals' sense of social responsibility. It is a natural Laboratory for living and learning where all who will may have a part in developing a mentally, physically and spiritually liberating community.

Moore Center will be open each afternoon and evening for snacks, bridge, or just good conversation. There is also a jukebox.

BOOK STORE

Textbooks, paperbacks of general interest, greeting cards, supplies, gym outfits, Montreat-Anderson shirts, etc., can be purchased in the centrally located Book Store in Moore Center which is open from 12:00-3:30, and more often at the beginning of the semester.

POST OFFICE

The Montreat Post Office is located in the shopping center near the grocery store and laundry. This building houses all the mailing for Montreat, since it is a United States facility. Students rent post office boxes here, purchase postage and money orders. Since mail does not go to a dormitory or a building in Montreat, it is absolutely necessary to rent a box and have all mail addressed to that box number, Montreat, North Carolina, Zip Code 28757. So that students may have a permanent mailing address, they are asked to rent a box prior to registration for college.

Post Office Hours

	Monday - Friday	Saturday	Sunday
Outer Lobby	7:30-9:00	7:30-9:00	Closed
Service Desk	8:30-5:00	8:00-12:00	Closed

The post office is closed on Sundays.

SCHOOL CARS

School cars may be used, if available, for the following purposes only:

1. Medical
   Take food to infirmary
   Take students to infirmary when deemed necessary by college nurse.
   Take students to school physician and/or hospital.
   (The initial trip for each accident or illness will be provided at no charge to the student.)
2. Official school functions away from campus as designated, in writing in advance, by the instructor or sponsor. This notice must be sent to the Business Office. (Fees for these trips are Group Rate.)
3. Individual student transportation to and from airport, train, and bus stations.

   (These will be made if school transportation is available, otherwise, students must procure their own way to and from these destinations.)
   (Requests must be made at least twenty-four hours in advance.)
   Keys to all College cars are to be kept in the Business Office and only authorized drivers will be permitted to drive them.
   Fees must be paid in advance for use of cars. **Personal use of College cars is prohibited.**

SELF-HELP SCHOLARSHIPS

Self-help scholarships are granted for the mutual benefit of the student and the college. If a student is found to be careless in his work obligation, he will be given a warning, and if the carelessness continues, he will be required to forfeit his scholarship.

If a student finds it necessary to be absent from his work obligation, he must get permission from his supervisor beforehand and must secure a substitute who has been approved by the supervisor.

In case of sickness, either the resident counselor or the person in charge of the infirmary must be asked to notify the supervisor, before the hour when work is due to begin, of the student's inability to work.

STUDENT BANK

The bank is located in the Business Office of the College for the convenience of the students. **Students are advised to keep their money here rather than in their rooms.**

If books are to be purchased from funds in the bank, it is suggested that $50 first semester and $30 second semester be deposited especially for this purpose, in addition to what will be needed for incidental expenses during the year.

Student Bank Hours:
Monday - Friday
10:30 a.m. - 11:30 a.m.
1:30 p.m. - 3:00 p.m.

TAXIS

There are several taxis operating from Black Mountain. The cost of taxi service to Black Mountain is 50c - 75c.

TRADITIONS

Traditions have a way of appearing and disappearing, but they are an important part of college life and can be a means of upholding school spirit. Among the traditions at Montreat are:

Opening convocation
Faculty reception for new students
Honor Pledge Service
Christmas caroling
Angels and Mortals in women's dorms at Christmas
Tea honoring Dean's List students
May Day
Installation Service for newly elected student officers
Athletic awards day
Sophomore breakfast
Graduate Recital by the Music Department
President's tea honoring graduates and parents